Regulatory Update

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COURSE OBJECTIVES

- Provide overview of civilian training rules and requirements.
- How to properly approve civilian training requests.
- What is delegation of training approval?
- Recent changes in HRD regulations.

AUTHORITY REFERENCES

- 5 U.S. Code , Chapter 41
- 5 CFR, Part 410
- OPM Training Policy Handbook
- DA Memos 15 Oct 93 and 26 Jul 93
- PERMISS
- Organization Policy
- Applicable Union Agreements

DELEGATED AUTHORITY

- DA gave Commanders the authority to delegate approval of Non-government training for civilian employees within the organization.
- Delegation must be in writing.
- Delegation to supervisors of supervisors.

DELEGATED AUTHORITY

- Cannot be transferred or redelegated
- Valid only while you encumber position to which authority is delegated
- Delegate's are accountable to their Commander, Director, or Superintendent

TRAINING APPROVAL

- Prior Approval Required
- Disapprove late requests
- Employees responsible for training costs if they fail to get prior approval.
- Exception: If due to administrative error.

TRAINING APPROVAL

Self review is a conflict of interest.

TRAINING APPROVAL

Training must be Mission Related, i.e. :

- Support Organization's Strategic Plan
- Improve current job performance
- Enable performance of needed duties outside current job - at same level of responsibility

OR

- Meet organizational needs/HR plans for downsizing, re-engineering, etc.

INDIVIDUAL DEVELOPMENT PLANS

- Highly recommended for all employees.
- Make this part of the organizational planning.
- Required for trainees, interns, VRA.

SELECTING EMPLOYEES AND FACILITIES

- Observe merit principles in selecting employees for training.
- Select vendors that do not discriminate.
- Select facilities that can accommodate employee disabilities.

CONTINUED SERVICE AGREEMENTS

- Required for:

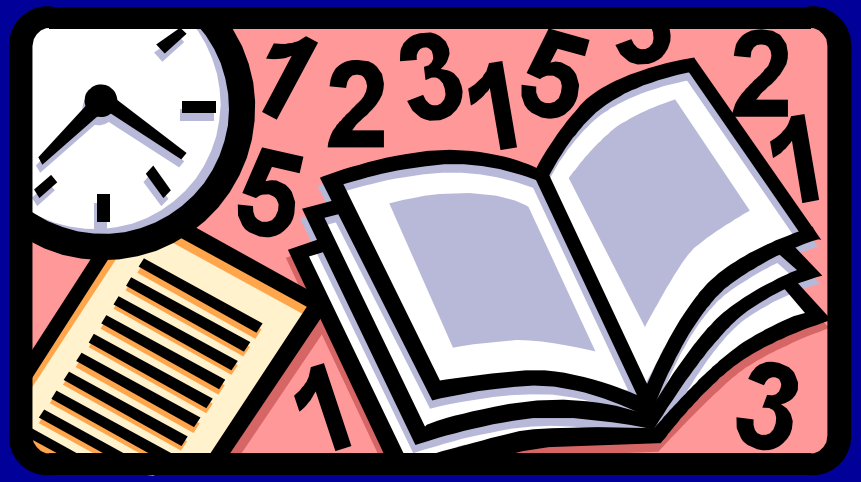
  -Training through non-Government facilities in excess of 80 hrs in a single program.

  -Training through Government facilities that exceeds 120 calendar days.

- Obligation is three times the length of the training.

COURSE COMPLETION

- Employees are required to successfully complete approved training.
- Failure to do so may result in employee having to reimburse the government.



LONG-TERM TRAINING (LTT)

- Definition: full time training in excess of 120 calendar days.
- Requires competitive selection.
- Must be approved by installation/activity Commander.

TRAINING EMPLOYEES FOR PROMOTION

Must use competitive selection procedures when approving training to enable an employee to qualify for a reassignment or promotion.

LEADER DEVELOPMENT

- Army Civilian Leader Development Core Curriculum
- Progressive and sequential leadership training from entry level to Senior Executive Service

Civilian Leader Development

Core Curriculum

(Legal Foundation of Training for Federal Government Civilians; Title 5 C.F.R., parts 410 and 412)

INTERNS

- ★ ILDC (Intern Leadership Development Course) (On-Site)
- ★ AODC (Action Officer Development Course) (On-Line)

SUPERVISORS

- ★ SDC (Supervisory Development Course) (On-Line)
- ★ LEAD (Leadership Education and Development Course) (On-Site)

MANAGERS

- ★ MDC (Manager Development Course) (On-Line)
- OLE (Organizational Leadership for Executives) (Resident)
- PME I/II (Personnel Management for Executives) (Resident)

EXECUTIVES

- ★ SES Orientation Program (Resident)
- ★ Force Mgmt Course for Senior Leaders (Resident)
- ★ Leadership at the Peak (Resident)
- ★ Senior Executive EO Seminar (Resident)
- ★ Senior Leader Communications Workshop
- ★ APEX Orientation (Resident)

Sustaining Base Leadership & Management Program (SBLM)

Defense Leadership and Management Program (DLAMP)

Senior Service College

★ Mandatory

10/02

DLAMP

- Defense Leadership and Management Program
- Competitive Selection
- Centrally Funded
- Formal Education - Master’s Degree
- 12 month Rotational Assignment
- GS-13 thru 15 anticipated

SBLM

- Sustaining Base Leadership and Management
- AMSC - Fort Belvoir, VA
  -Resident Program - 12 weeks
  -Non-Resident Program - 12 months
- Army-wide competitive process
- Centrally funded
- GS-12 thru 14 (GS-11 & 15 with waiver)

OLE

- Organizational Leadership for Executives
- Center for Army Leadership
- Two weeks
- Competitive Selection
- Centrally Funded
- GS-12 thru 15 or LTC-COL

PME I

- Personnel Management for Executives I
- AMSC Course
- 9 days
- Competitive Selection
- Centrally Funded
- GS-13 & 14, WS-16, MAJOR and above.

PME II

- Personnel Management for Executives II
- AMSC Course
- 5 days
- Competitive Selection
- Centrally funded
- Must have completed PME I a minimum of 2 years prior.

PURCHASING GUIDELINES

Training must be:

- Off-the-shelf
- Offered to the public
- $25,000 or less
- Established price

PURCHASING GUIDELINES

- Use DD Form 1556 or local form.
- If cost exceeds $2,500, show cost comparison - look at 3 sources

ADVANCED PAYMENT FOR TRAINING

- Government charge card is preferred method of advance payment.
- DFAS can also process payment in advance.
- Protect Government interests:
  1) Cancel within deadline for refund.
  2) Follow up to get refund

AUTHORIZING FUNDS FOR TRAINING

- Expenses necessary for the training:
  -Tuition and related fees
  -Books and materials
  -Travel and per diem
- Equipment may not be purchased via training form.

ACCEPTING OUTSIDE CONTRIBUTIONS

- Must be approved by Commander
- Check with Ethics Officer
- Non-profit organization
- No conflict of interest
- Not a reward for services
- Employees may not make a profit

RECENTLY REVISED TRAINING POLICIES

- Mandatory Use of *E-Learning*
- Delegation of Authority - Civilian Academic Degree
- Payment of Expenses for Professional Credentials

MANDATORY USE OF *e*-LEARNING

- DA Memo 8 Jan 04
- Mandates use of Army e-Learning for IT training
- DA centrally funds this computer/Web-based courseware
- Exceptions must be approved by the Chief Information Officer/G-6

ACADEMIC DEGREE TRAINING

- Must be approved by DA
- Must contribute significantly to:
  -meeting identified training need
  -solving an identified staffing problem
  -accomplishing goals of the strategic plan
- Must be part of an agency planned program
- Must be accredited

(continued)

ACADEMIC DEGREE TRAINING

- Must be consistent with merit principles
- Is not for the sole purpose of:
  -providing a degree or
  -qualifying an employee for a position for which a degree is a basic requirement
- Facilitates use of on-line degree training where practicable.

PAYING FOR PROFESSIONAL CREDENTIALS

- National Defense Authorization Act for FY02
- DoD delegated authority to DA 17 Jun 02
- DA memo, 20 Jun 03, delegated to MACOMs and IRAs
- Allowed further delegation - must be in writing.

PROFESSIONAL CREDENTIALS

- Must be beneficial to systematic development and enhanced job performance.
- Must support mgt objectives, national security, or mission imperatives/goals.

PROFESSIONAL CREDENTIALS

- Must:
  - Comply with DOD Guidance
  - Meet Collective Bargaining Obligations
  - Be consistent with Merit System Principles
- Training must be reported in DCPDS
  - Procedures being worked out

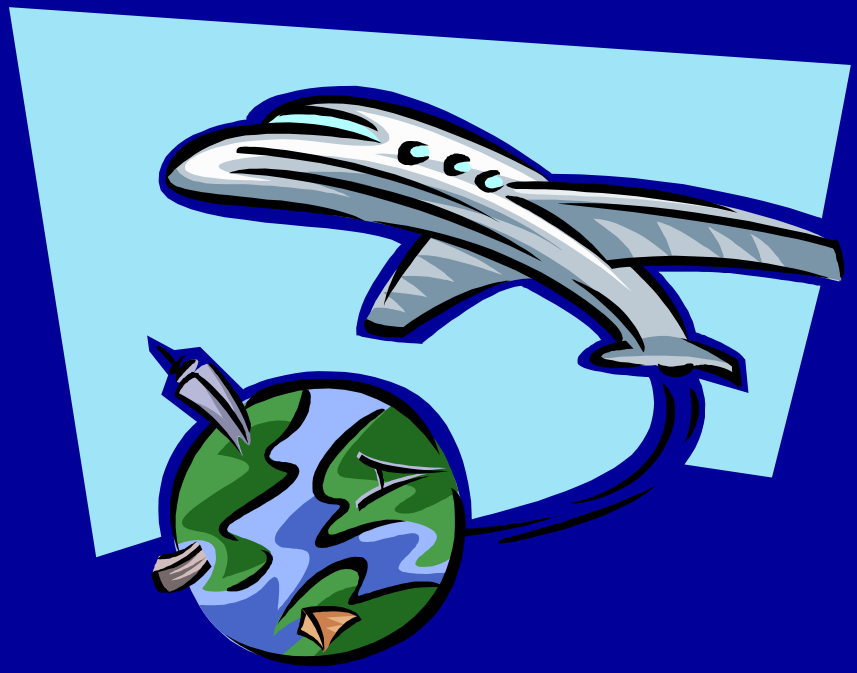
PROFESSIONAL CREDENTIALS

- DA Restrictions -
  - Prior written approval required
  - No retroactive payments
  - Payment is reimbursed after receipt of credential using SF-1164
  - May not be used to pay for degrees or for memberships in professional societies

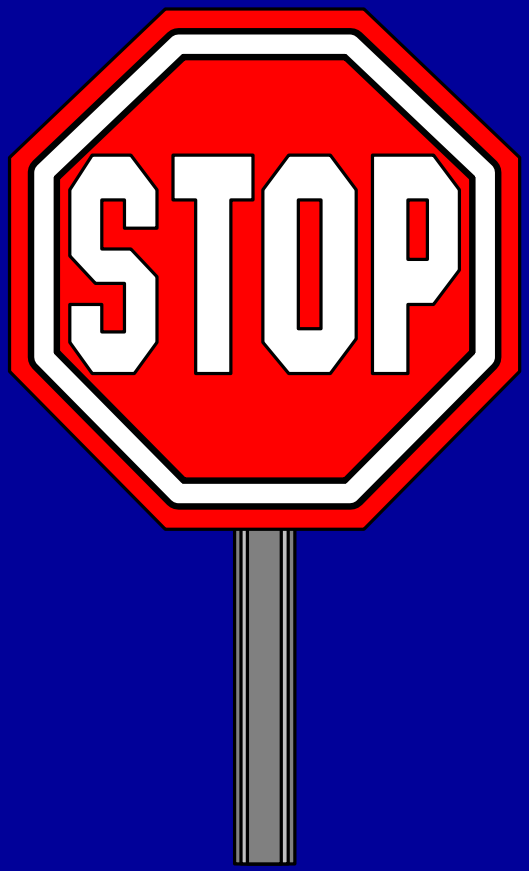
HAVE YOU EVER WONDERED WHY? THE LITTLE KNOWN BUT TRUE!

TRAINING BY FOREIGN GOVERNMENT/ORGANIZATION

- Requires DA Approval.
- Submit request for approval 90 days prior to travel or training.



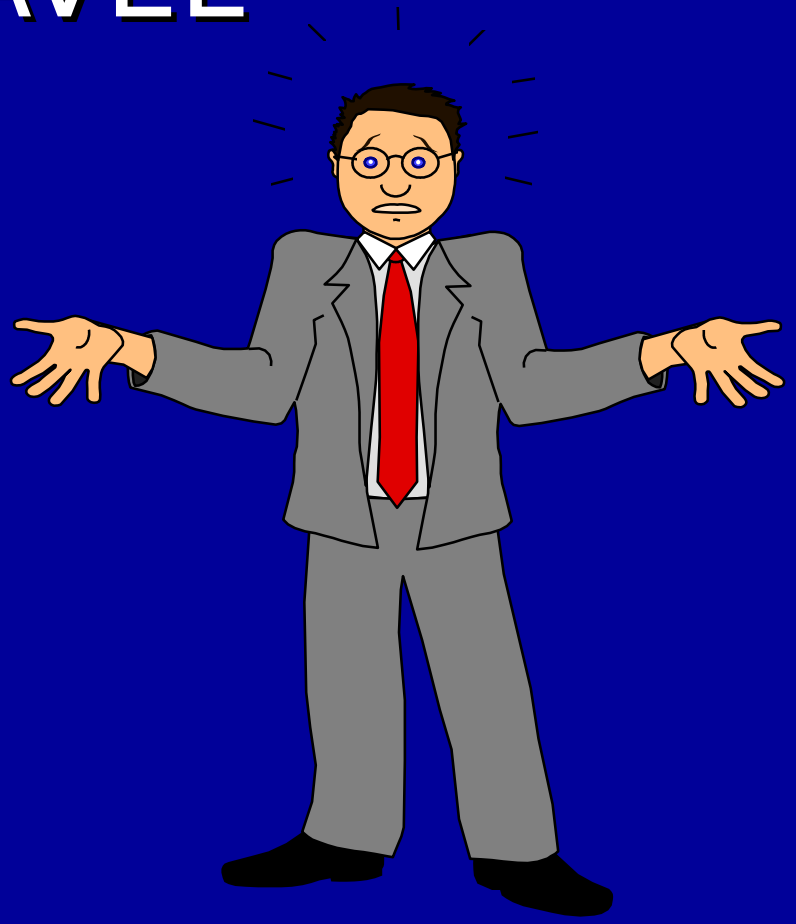
RESTRICTED TRAINING (Public Law 106-58)



PROHIBITS USE OF APPROPRIATED FUNDS FOR INAPPROPRIATE OR OFFENSIVE TRAINING

OVERTIME PAY for TRAINING and TRAVEL

- Usually prohibited
- Some exceptions



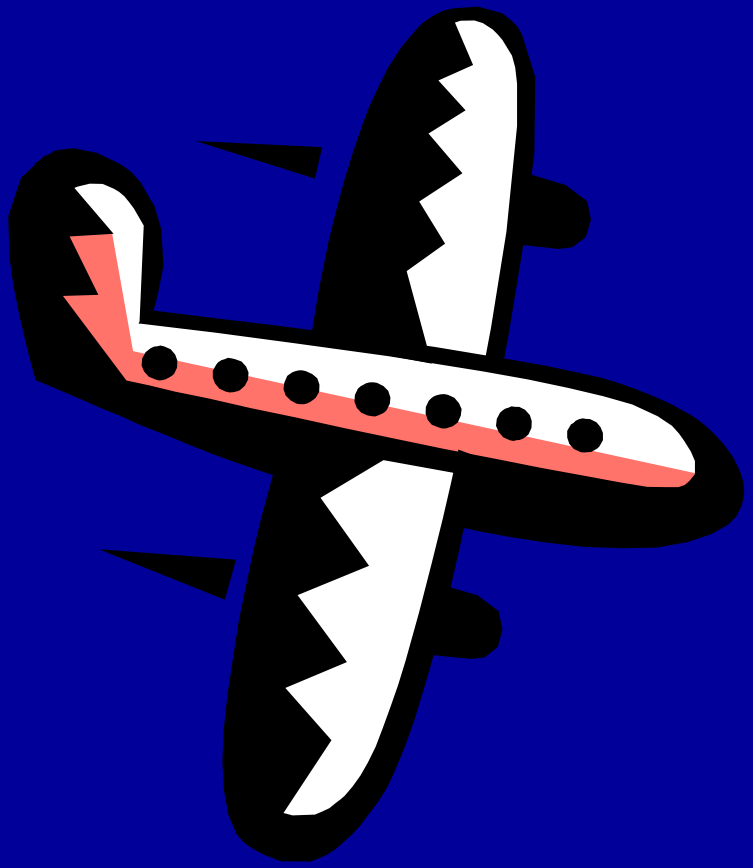
OVERTIME PAY FOR TRAINING (Exempt from FLSA)

- Training provided to employee already entitled to premium pay.
- Training can only be provided at night.
- Paying PP will save govt money.
- Regularly scheduled standby duty or administratively uncontrollable overtime.
- OPM exception.

OVERTIME PAY FOR TRAINING (Non-Exempt from FLSA)

- Directed to participate to improve performance in current job.
- Training is required for current job.
- Overtime is not appropriate for employees in developmental programs.

OVERTIME PAY FOR TRAVEL (Exempt from FLSA)



- Work is performed while traveling
- Extremely arduous or unusual condition
- Uncontrollable event

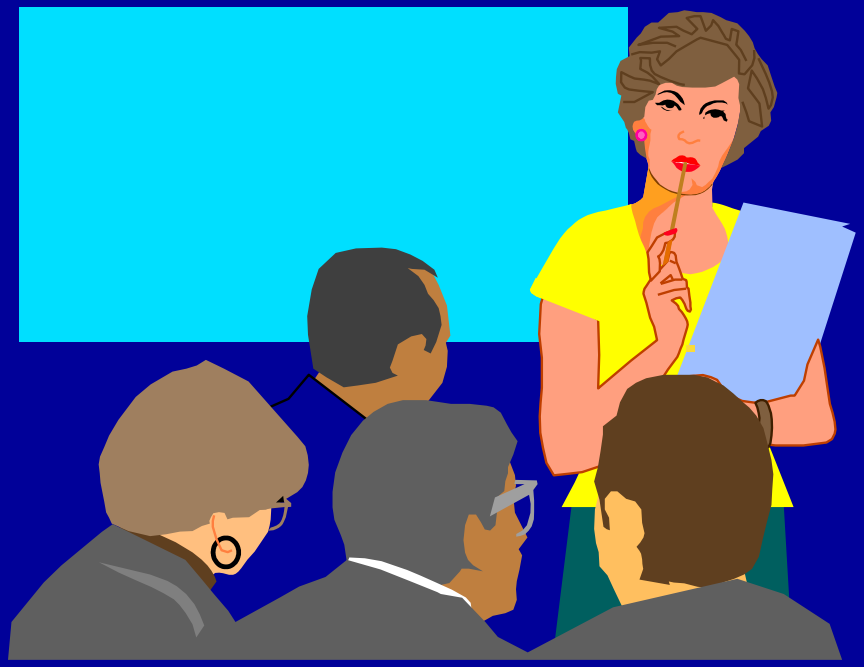
OVERTIME PAY FOR TRAVEL (Non-Exempt from FLSA)

- Must drive or work while traveling*
- Passenger on 1-day assignment *

*Deduct “home to work” travel time.

- Passenger overnight on non workday during hrs that correspond to regular working hours.

ATTENDING CONFERENCES



Managers may use training approval authority to send employees to conferences - must meet specific requirements. Work related, learning included.

HRD RESPONSIBILITIES

Commander Role-Responsibility

- Determine Training Policies for Installation/Activity
- Allocate funds and resources for training
- Enforce mandatory training requirements including new Supervisors
- Develop an IDP for each employee
- Provide adequate training facilities and equipment

Mgr/Supr Role-Responsibility

- Be familiar with basic trng regs & laws
- Assess trng needs of organization
- Report trng needs in trng needs survey
- Include trng in org's strategic plan
- Budget/commit funds for trng
- Enforce mandatory trng requirements
- Ensure new Supervisors complete mandatory core leadership trng

Mgr/Supr Role-Responsibility

- Develop an IDP for each employee
- Develop Trng plans for Interns, VRA, etc.
- Counsel employees on career development
- Review LTT and Leader Dev applications and route to proper destination
- Provide new employee orientation
- Report completed trng to Trng Coor or CPAC/CPOC

Mgr/Supr Role-Responsibility

- Evaluate completed training
- Maintain Trng documentation for:
  - Delegation of Authority to Approve Trng
  - Purchase of Trng
  - Trng for Placement
  - Academic Degree Training
  - Continued Service Agreements
  - Recovery and waiver of training expenses
  - Acceptance of contribution, award or payment

Employee Role-Responsibility

- Plan career goals
- Communicate training needs to supervisor
- Prepare individual development plan
- Evaluate training
- Transfer learning to job performance

CPAC Role-Responsibility

- Provide HRD advice and assistance
- Assist Supervisors in assessing trng needs
- Identify trng sources/methods
- Facilitate/coordinate local trng courses
- Monitor quality of course content/delivery
- Serve as liaison between Supv and Regional HRD
- Utilize existing automation systems

Regional Role-Responsibility

- Regional HRD Division
  - Develop policy/guidance for region-wide trng
  - Initiate/consolidate HRD plans for region
  - Prepare regional trng reports
  - Develop/market regional HRD programs
  - Execute regional training
  - Analyze effectiveness of HRD programs
  - Provide professional HRD advice
  - Conduct regional trng needs assessment

REFERENCES

- Title 5, USC, Chapter 41
- CFR 5, Part 410, Training
- OPM Training Policy Handbook
- AR 690-400, Chapter 410, Training